



276 FOURTH AVENUE
CHULA VISTA, CA 91910

EMPLOYMENT OPPORTUNITY

Intern III (Conservation)

Part-Time/Temporary Position

RECRUITMENT NUMBER: 06026507

SALARY: \$10.46 - \$12.72/ HOURLY

FILING DEADLINE: OPEN UNTIL FILLED

POSITION SUMMARY

The City of Chula Vista Department of Conservation & Environmental Services is currently accepting applications for the position of Intern III (Conservation). This is a part-time, non-benefited position. Applications will be reviewed on a weekly basis and interviews will be scheduled as the need arises to fill vacancies.

The department has three vacancies: **Watershed Stewardship Program:** This intern will assist in developing and implementing community-based programs to enhance habitat for wildlife, reduce urban runoff, mitigate for urban heat island effects, and broaden the public's awareness of the watersheds. Applicants with a background in environmental resource management, ecology, water quality, and environmental outreach are encouraged to apply. **Energy Conservation Program:** These two vacancies will assist in conducting a citywide inventory and reporting of greenhouse gas (GHG) emissions as part of the City's CO₂ Reduction Plan. These interns will also assist in developing and implementing new community-based programs targeting energy conservation/efficiency, renewable energy sources, alternative fuels/transportation, and GHG reduction. Applicants with a background in energy resource management, climate change research, and public outreach/marketing are encouraged to apply.

ESSENTIAL FUNCTIONS

Functions may include, but are not limited to, the following: perform paraprofessional level specific to the department's needs; use initiative and applications of skills and education; work semi-independently and be resourceful and systematic in approach to various assignments and tasks; may be responsible for a significant level of a department project or be part of the project team.

MINIMUM QUALIFICATIONS

Education, Training and Experience: Currently enrolled in a degree program with at least 60 units completed or graduated with a degree within six months prior to beginning employment. Keyboarding skills and familiarity with computers are desirable, but not mandatory. Must possess a valid California Driver's license and a good driving record. *At the time of application, candidates must submit an official current college transcript indicating full-time attendance or graduation (in a sealed envelope from the school registrar's office).*

Knowledge, Skills and Abilities: Knowledge of: Basic knowledge of a discipline that is considered valuable to the department; computer equipment. Ability to: Keep work related records and prepare reports using a computer; read and interpret typical business correspondence, reports and City or department policies; maintain records and prepare simple reports; follow either written or oral instructions; present ideas in a clear and effective manner; make presentations where applicable; coordinate multiple activities; use initiative and sound judgment within established guidelines; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work with various cultural and ethnic groups in a tactful and effective manner.

PHYSICAL DEMANDS

Dependent upon the department, the Intern III must be able to work indoors or outdoors in various weather conditions when required. Work scheduled to meet the Intern's college class schedule and the needs of the department whenever possible.

APPLICATION PROCESS

To be considered for this position, applicants must submit a City Application along with an official current college transcript in a sealed envelope. Candidates whose applications indicate education and experience most directly related to the position will be invited to participate in the selection process. All notifications will be sent via U.S. mail.



Assigned Staff: Cleve Jacobs, (619) 585-5743, cjacobs@ci.chula-vista.ca.us • Published: 7/26/06
Hours: 8am – 5pm Monday – Friday • www.chulavistaca.gov • (619) 691-5096 • Job Hotline: (619) 691-5095

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